



Job Announcement

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RE-POST CHANGE IN GRADE OF POSITION

Opening Date:	May 7, 2009	Closing Date:	May 22, 2009
Job Title:	Information Technician	Position Type:	Regular Full Time
PIN:	060055	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	T07 \$41,555 - \$49,574 (Depending on Qualifications)
Financial Disclosure:	No		

Regular state employees subject to promotion/demotion policy

Essential Functions: Responsible for advising management in all areas of automation needs, objectives and capabilities, including anticipation of future requirements and/or problems. Provides ongoing technical support to all Clerk's office departments on computer issues, including serving as Clerk's office technical representative on information technology (IT) projects. Analyzes and diagnoses hardware/software malfunctions, complications, and intricacies. Documents and diagnoses hardware and software problems and methods of resolution. Sets up new PCs, printers and other peripheral equipment in departments. Responsible for routine computer system maintenance. Updates and maintains database of employee's computer access information as submitted by the HR Manager. Provides informal, ongoing training and assistance to users in equipment operations, software and database functions.

Education: Associate of Arts Degree. CNE or CNA certification.

Experience: Two years of computer support experience.

Note: Two additional years of computer support experience may be substituted for the required degree.

Preferred: Prior court or legal field experience for familiarity with case processes and terminology in addition to computer support experience and required education.

Skills/Abilities: Experience maintaining and expanding a network PC based system. Technical proficiency in Windows applications and desktop automation suites such as Microsoft Office. Good basic understanding of personal computer basics, hardware, software, navigation and troubleshooting. Ability to maintain effective working relationships with other employees. Ability to interpret and comprehend basic instructions. Ability to lift up to 50 pounds; ability to bend, stoop and crouch. Ability to interact and communicate clearly and effectively with management and staff. Ability to work independently with minimal instructions and oversight and comply with deadlines. Working knowledge of or the ability to learn the current Case Management System (Criminal, Civil and Juvenile). Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.